



Standup Meeting Summary - April 23



Date

Tue, 23 April 2024

11:30 AM - 1:00 PM



Participants

- Our team (Team Wombat)



Goals

- To report progress on individual tasks, merge current code developments, review the Sprint 2 checklist, distribute tasks for completing documentation, and compile questions for the mentor





Discussion topics

Item	Presenter	Notes	
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Progress Reports	<ul style="list-style-type: none"> • All members 	<ul style="list-style-type: none"> • Details: Each team member presented their completed tasks, with all members reporting that they had finished their assigned parts. This collective update provided a comprehensive overview of the team's progress and set the stage for the next steps in the project. 		
Code Merging	<ul style="list-style-type: none"> • All members 	<ul style="list-style-type: none"> • Details: The team successfully merged their individual code contributions into the main project repository. This merge was crucial for integrating various components and functionalities, ensuring that the software operated cohesively. 		
Sprint 2 Checklist Review	<ul style="list-style-type: none"> • All members 	<ul style="list-style-type: none"> • Details: The team reviewed the Sprint 2 checklist to ensure that all necessary tasks and objectives were accounted for and completed. This review was pivotal in identifying any remaining tasks and ensuring the sprint's goals were met. 		
Task Distribution for Documentation	<ul style="list-style-type: none"> • All members 	<ul style="list-style-type: none"> • Details: Recognizing the importance of thorough documentation, the team distributed tasks to finalize and supplement the project documentation. This effort was aimed at ensuring that all aspects of the project were well-documented and clear, especially in preparation for any potential audits or reviews. 		
Compilation of Questions for Mentor	<ul style="list-style-type: none"> • All members 	<ul style="list-style-type: none"> • Details: With the checklist reviewed, the team noted areas of uncertainty and compiled a list of questions to consult with the mentor. This preparation was essential for resolving any doubts and ensuring the team was on the right track. 		

Planned Actions and Next Steps

-  **Complete Documentation:** Each assigned team member is to finalize their sections of the documentation to ensure comprehensive coverage of the project's development and outcomes.
-  **Prepare for Mentor Consultation:** Organize the compiled questions to present to the mentor in a structured manner during the next meeting.
- Follow through with the assigned documentation tasks to ensure all checklist items are completed and up to the required standard.
- Engage with the mentor in the next scheduled meeting to resolve any outstanding questions and validate the project's direction and methodologies.

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Additional Considerations

- **Team Collaboration:** The team demonstrated effective collaboration and communication throughout the meeting, which was key to the successful integration of different components of the project.
- **Preparation for Mentor Meeting:** The meticulous preparation of questions for the mentor highlights the team's commitment to clarity and precision in their project execution.